

**YORK AREA UNITED FIRE AND RESCUE COMMISSION  
REGULAR MEETING**

**FEBRUARY 16, 2016  
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, February 16, 2016 at 7 p.m. at YAUFR Headquarters, 50 Commons Drive, York, PA 17402

**MEMBERS IN**

**ATTENDANCE:** Austin Hunt, Vice Chairman  
John Fullmer  
Kathleen Phan  
Cara Beth Zortman  
Eric Lehmayer

**MEMBERS NOT**

**IN ATTENDANCE:** Bill Schenck, Chairman  
Mark Swomley  
Robert McCoy, YAUFR Chief

**ALSO IN**

**ATTENDANCE:** Steve Hovis, Solicitor  
Dan Hoff, YAUFR  
John Woods, YAUFR  
Don Eckert, YAUFR  
Jean Abreght, Stenographer

**1. CALL TO ORDER**

**A. Opening Ceremony**

**1. Pledge of Allegiance**

**HUNT** Vice Chairman Austin Hunt called the meeting to order at 7:10 p.m. and led the Pledge of Allegiance.

**2. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

**HUNT** Mr. Hunt announced that there had been no Executive Sessions since the last meeting, and none were planned for this date.

**3. COMMUNICATION FROM CITIZENS**

There were none.

**4. MANAGEMENT/ATTORNEY REPORTS**

**A. Steve Hovis, Solicitor**

**HOVIS** Solicitor Hovis stated he had nothing to report.

**B.** Robert McCoy, Fire Chief

**HOFF** Battalion Chief Hoff stated that Chief McCoy sent his regards and that he had nothing to add to his report.

**PHAN** Ms. Phan thanked Chief McCoy for the documentation provided concerning finances and pensions. In addition, she was pleased with the use of Quickbooks instead of MUNIS. She cautioned to make sure to include everything in Quickbooks the same as done in MUNIS as the auditing is done through invoices and purchase orders.

**HOFF** BC Hoff responded that they met with the representatives and made them very clear that all functionality should be retained.

**HUNT** Mr. Hunt cautioned not to automatically force Quickbooks to match MUNIS.

**PHAN** Ms. Phan noted that there are a few things in MUNIS that cause operator error.

**HUNT** Mr. Hunt noted that they are working with Stambaugh Ness, and he has the highest regard for them. They will do what they are told to do, but he suggested they be requested to think outside the box as well.

**PHAN** Ms. Phan commented that there was nice coverage on the guys shoveling snow away from hydrants.

## **5. ACCOUNTS PAYABLE**

**A.** Payable Listing as of January 31, 2016.

**MS. PHAN MOVED TO APPROVE THE PAYABLES AS OF JANUARY 31, 2016. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

## **6. BIDS, PROPOSALS & CONTRACTS**

**A.** Approval – Vijay Kapoor Proposal

**HUNT** Mr. Hunt presented some updated information with regard to the Vijay Kapoor Proposal. He, Mr. Schenck and Chief McCoy had a conference call with Mr.

Kapoor with a request of him to tighten up the deliverables including the costs for a proforma budget for bringing Manchester on board. Mr. Hunt has a comfort level having had the additional discussion with Mr. Kapoor.

Some additional discussion took place summarized here:

- Original proposal would extend beyond Collective Bargaining and employee related costs.
- Timeframe, as well as Scope of Service remains undefined.
- Previous proposal will be voided.
- New proposal will be effective upon execution by both parties.
- Billing will be monthly.

**MS. PHAN MOVED TO REPLACE THE JANUARY PROPOSAL WITH THE FEBRUARY PROPOSAL FOR VIJAY KAPOOR. MR. FULLMER WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

#### **7. COMMUNICATION FROM COMMISSIONERS**

- PHAN** Ms. Phan asked how many fire hydrants had to be shoveled out versus the residents helping.
- HOFF** Battalion Chief Hoff noted that the record that is kept is the amount of time the firefighters had logged performing the task and not necessarily the number of hydrants.
- PHAN** Ms. Phan suggested reaching out to the local Boy Scouts and Girl Scouts at the local churches that could assign children to a fire hydrant in their development. They could earn badges toward their Community Service involvement.
- HOFF** Battalion Chief Hoff noted that he and Chief McCoy had discussed possible methods of a hydrant adoption program.
- HUNT** Mr. Hunt mentioned that Chief McCoy advised him that the current GPS technology enables the firemen to pinpoint the hydrants quickly.
- PHAN** Ms. Phan added that she had a conversation with the township Public Works employees to be more conscientious of where they take the front loaders and dump the snow. She understood that it is difficult during the night during storms.
- HOFF** Battalion Chief Hoff noted that he had discussed some of the difficulties in locating the hydrants with Mr. Hodgkinson of Public Works. They had more than

normal difficulty locating them, but Public Works crew worked well, came out and assisted.

**PHAN** Ms. Phan asked whether YAUFR has an agreement with Springettsbury for gas. She asked where the gas is purchased.

**HOFF** Battalion Chief Hoff responded that gas is purchased at Rutters, Springettsbury and Pacific Pride. They get COSTARS rate from other places as well.

**8. COMMITTEE REPORTS**

**A.** Volunteer Committee

**ECKERT** Don Eckert stated that he had nothing new to report. They are attempting to designate a new building as a training facility. There will be some storage there, but the plan is to secure approval from the Auditor General under the training facility designation in order to use some Relief money. It will be a multi-use building, and they will start working on it as soon as spring weather begins.

Mr. Eckert reported that there had been a number of accidents with rollovers and cars rolling down into streams within the township. The Fire Police have been kept very busy in the last few months.

**HUNT** Mr. Hunt noted in Chief McCoy's report that the YAUFR Volunteer umbrella had embraced Mt. Wolf. He asked if they are being integrated, and if that follows with the Fire Police as well.

**ECKERT** Mr. Eckert responded that the integration is moving along well. In addition, the Fire Police are very active even though they are a small group, but they are dedicated coming out at all hours. Spring Garden Fire Police are active as well and the groups are working together quite a bit with multiple accidents.

**9. RESOLUTIONS AND AGREEMENTS**

There were none for discussion.

**10. ACTION ON MINUTES**

**A.** Approval of Minutes: January 19, 2016 – Fire Commission Meeting

**MS. ZORTMAN MOVED TO APPROVE THE JANUARY 19, 2016 MINUTES AS SUBMITTED. MS. PHAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**11. OLD BUSINESS**

**A. Update – Emergency Management Coordinator**

**HOFF** Battalion Chief Hoff reported that the agreement to proceed was approved by Spring Garden and Manchester appointing BC Hoff as EMC. Springettsbury will be voting during its next meeting.

**HOVIS** Solicitor Hovis provided a synopsis of the current status. It had been contemplated that Manchester would have joined YAUFR and there would be one Emergency Management Services board. The original agreement indicated that the Emergency Management Agency would include the YAUFR board with Manchester as part having a seat and representation. Manchester approved and executed the agreement that stated this board is the Agency. Solicitor Hovis indicated that it would be necessary to clarify their intent and assure whether they want representation on the Agency board.

**HOFF** Battalion Chief Hoff noted that Chief McCoy and he had some concerns and they anticipate there will be some discussion.

**HOVIS** Solicitor Hovis noted that Spring Garden approved the subject with whatever needed amendment needed to be made to address that issue. He noted that Springettsbury would want to have that same caveat as well.

**HUNT** Mr. Hunt asked about the legislative time line and procedure.

**HOVIS** Solicitor Hovis responded that it first goes to York County for approval, which will forward it to the state for review and approval. Ultimately the EMC must go to the Governor for approval.

**HOFF** Battalion Chief Hoff responded that he understood the process could take from four to six weeks until the EMC appointment is done.

**HUNT** Mr. Hunt asked about the current status.

**HOFF** Battalion Chief Hoff stated that currently Chief McCoy is functioning as the Deputy EMC under Rob Bissey. YAUFR's office is currently handling all EMC

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responsibilities for Springettsbury and Spring Garden. A Deputy is in place in Manchester.

**12. NEW BUSINESS**

A. Approval of Non-Emergency Events for 2016 – Grantley Fire & EMS

**MR. FULLMER MOVED FOR APPROVAL OF NON-EMERGENCY EVENTS FOR 2016, GRANTLEY FIRE & EMS. MS. ZORTMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**13. ADJOURNMENT**

**HUNT** Vice Chairman Hunt adjourned the meeting at 7:44 p.m.

Respectfully submitted,

*Signature on file at YAUFR Headquarters*

John Fullmer  
Secretary

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